



ERIC GARCETTI
MAYOR

MEMORANDUM

To: All City Department General Managers

From: Eric Garcetti, Mayor *EG*

Subject: **City Employee COVID-19 Safety Protocols and Mandatory Training**

Date: July 2, 2020

When this year began, none of us could have imagined what lay ahead for our health, our economy, our city and world. COVID-19 has tested us and challenged us and forced us to change the way we interact, socialize, and work. Through it all, our City family has remained resilient and resolute. And as we learn how to live with this virus and build a safer L.A., we must do so in a healthy and flexible manner that protects our workforce and Angelenos alike.

As of today, the County of Los Angeles has experienced 107,667 cases and 3,454 deaths. The City of Los Angeles has experienced 46,568 cases and 1,764 deaths. The rate of positive testing is now around 9% and increasing. Unfortunately, after we seemed to flatten -- and even bend -- the curve during our Safer at Home order, the County and City are now experiencing steady increases across all key indicators, causing growing concern among public health officials.

Workplace Health and Safety Protocols

As more City employees slowly return to the workplace, General Managers are reminded that the guidance of the Los Angeles County Department of Public Health (DPH), Centers for Disease Control and Prevention (CDC), and other authorities remains in place. Supervisors and Managers must remain vigilant and ensure that employees are abiding by CDC and DPH guidelines including:

- Staying home when they are sick
- Frequently washing hands with soap and water; when soap and running water are not immediately available, using an alcohol-based hand sanitizer
- Wearing face masks that properly cover both the nose and mouth while both indoors and outdoors when in contact with other employees or the public unless medically exempt
- Maintaining social or physical distancing of at least six feet from others at all times unless not possible in the workplace
- Following any new signage or protocols that have been placed in the workplace (e.g. limitations on elevator occupancy, one way travel, designated entry and exit points)
- Keeping immediate work area frequently sanitized during the course of the day
- Wearing any additional personal protective equipment, in addition to a face mask, that may be mandated by their job circumstances

Mandatory Training

A general COVID-19 “What You Need to Know for the Workplace” online safety training course is now available through the Personnel Department’s training website in Cornerstone. For the departments that do not have access to Cornerstone, Personnel’s Occupational Safety and Health Division (OSHD) will provide an electronic copy of the course, upon request. Per the California Occupational Safety and Health Administration (Cal/OSHA), all employees must complete this general COVID-19 safety training course. The course is designed to arm employees with the prevention and control measures to prepare for and respond to exposure and illness caused by the COVID-19 pandemic. Departments must ensure any City employees returning to work on the first day are afforded time to complete this safety training that same day. Employees that are telecommuting must complete the training before returning to the workplace. Employees who have remained at work over the last few months must complete this training within a week of the issuance of this memo. Departments must also ensure that there is documentation of employee completion of this training and are encouraged to supplement this training with any respective worksite-specific procedures developed for COVID-19 prevention by the department. Managers are responsible for educating employees on COVID-19 related safety instructions. Employees who fail to adhere to safety instructions may be subject to discipline.

Manager Resources

I expect all departments to continue to report cases of employees that test positive for COVID-19 or are in isolation due to a possible or confirmed exposure to the Personnel Department. Personnel will track the number of employees affected citywide and share the numbers with my Office and the Emergency Operations Center (EOC), and ensure

City Department General Managers

July 2, 2020

Page 3 of 3

that the Medical Services Division (MSD) coordinates with DPH when there are outbreaks. For information relating to cleaning guidelines and protocols, please refer to the Notification and Cleaning Procedures/Guidelines and FAQs Related to COVID-19 memo released by the Personnel Department.

Additional resources that are available for managers; Personnel's Office of Workplace Equity can be reached at (213) 473-9100 or per.eeo@lacity.org or at MyVoiceLA.org for guidance on workplace equity questions and concerns. For assistance with stress management, employees may contact the Personnel Department's Employee and Family Assistance Program for offerings using [this link](#) and City's Employee Assistance Provider, Optum at (800) 213-5813.

As always, thank you for your leadership and your dedication to your workforce and the City of Los Angeles.